

Appendix B – Draft – August 2018 MS4 Permit Annual Report Format



This Annual Report is due no later than XXXXX following the relevant reporting period, beginning in 2019. See Part XXX Annual Reports and any attachments must be sent to EPA and IDEQ by U.S. Postal Mail to the following addresses:

Director, Office of Compliance & Enforcement
Attn: ID MS4 Permit Compliance
U.S. EPA, Region 10
1200 6th Avenue, Suite 155, OCE-101
Seattle, Washington 98101

Administrator, Water Quality Division
Idaho Department of Environmental Quality
Attn: Surface Water Program
1410 North Hilton
Boise, ID 83854

Complete Sections 1 through IV. Do not leave any questions blank.

Permittee Name/Organization: _____

NPDES Permit Number: _____

Annual Report Number & Reporting Period:

- | | |
|---|---|
| <input type="checkbox"/> Year 1 Period: XX, 2019 – XX, 2020 | <input type="checkbox"/> Year 5 Period: XX, 2023 – Permit Expiration Date |
| <input type="checkbox"/> Year 2 Period: XX, 2020 – XX, 2021 | |
| <input type="checkbox"/> Year 3 Period: XX, 2021 – XX, 2022 | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Year 4 Period: XX, 2022 – XX, 2023 | |

Certification: *"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I have no personal knowledge that the information submitted is other than true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."*

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Section I. General Information

Contact Person: _____ Title: _____

Telephone #: _____ Email: _____

Mailing Address: _____

Jurisdiction Type: ☐ County ☐ City or Town ☐ Highway District ☐ Other _____

Major Receiving Water(s): _____

Section II. Permittee Responsibility:

Please answer all questions. If the answer is "No," or "Not Applicable" and no other direction is provided, use the Comments field at the end of this section to explain the reason and the expected date(s) that the requirement will be met, and/or to explain why the requirement does not apply.

- 1. This Permittee organization shares implementation responsibility for Permit compliance with one or more Permittees.**

Is the agreement between this group of Permittees described/cited in the Storm Water Management Program (SWMP) Document?

☐ Yes ☐ No ☐ Not Applicable

- 2. This Permittee organization shares implementation responsibility for Permit compliance with one or more outside (non-Permittee) Entities.**

Is the agreement with these other entity(ies) described/cited in the SWMP Document?

☐ Yes ☐ No ☐ Not Applicable

- 3. This Permittee organization maintains relevant ordinances or other regulatory mechanisms to control pollutant discharges into and from the MS4 to meet the requirements of this GP.**

☐ Yes

☐ No

If "No," use the Comment field to specify on overall progress to adopt adequate ordinances, or utilizing available regulatory mechanisms.

☐ *Not Applicable*

4. This Permittee organization's SWMP Document posted on a publicly accessible website.

☐ Yes

URL for the webpage where the SWMP Document can be accessed:

http://_____

☐ No

☐ *Not Applicable*

5. (Year 2 Annual Report only): This Permittee organization's SWMP Document been updated to describe the implementation of the selected Monitoring/Assessment and/or Pollutant Reduction activities cited in Permit Part 4.

☐ Yes

URL for the webpage where the SWMP Document can be accessed:

http://_____

☐ No

☐ *Not Applicable*

6. This Permittee organization tracks certain types of activities to set priorities and assess compliance with the Permit.

☐ Yes

☐ No

☐ *Not Applicable*

7. During the reporting period, responsibility for SMWP implementation has changed due to a Transfer of Ownership or Operational Authority over a geographic portion of the MS4. This Permittee's SWMP Document has been updated to reflect these changes in responsibility for any new or transferred areas served by the MS4.

☐ Yes

If yes, use the Comments field to provide a brief statement summarizing the change in ownership or operational authority.

☐ No

☐ *Not Applicable*

Section II Comments:

Section III. Status of SWMP Control Measures

Please answer all questions for each SWMP control measure and associated component activity. In the Comments field, cite any relevant information and/or statistics that helps illustrate the Permittee's implementation of the required action/activity.

If the answer is "No," use the Comments field to explain the reason, and outline the expected dates that the requirement will be met.

If the requirement does not apply to the Permittee's organization, mark "NA" and explain why it does not apply in the Comments field.

Public Education, Outreach and Involvement Program (Permit Part 3.1)

8. **This Permittee organization conducts an education, outreach, and public involvement program based on stormwater issues of significance in the Permittee's jurisdiction.**
- ☐ Yes, this organization conducts the education, outreach, and involvement activities required by the Permit
 - ☐ Yes, this organization works through contract with other entities to conduct the education, outreach, and involvement activities required by the Permit
 - ☐ No
 - ☐ Not Applicable
9. **Target Audience: During the reporting period, this Permittee organization focused its education, outreach, and public involvement messages to the following audience(s):**
- ☐ **General Public** (including homeowners, homeowner's associations, landscapers, and property managers)
 - ☐ **Business/Industrial/Commercial/Institutions** (including home based and mobile businesses)
 - ☐ **Construction/Development** (e.g., Engineers, Contractors, Developers, Landscape Architects, Site Design Professionals)
 - ☐ **Elected Officials, Land Use Policy and Planning Staff**
 - ☐ Other (describe in Comments section below)
10. **Topics: During the reporting period, this Permittee organization focused its education, outreach, and public involvement messages on the following topics (select all that apply):**
- ☐ General impacts of stormwater flows into surface water, and appropriate actions to prevent adverse impacts;
 - ☐ Impacts from impervious surfaces, techniques to avoid adverse impacts;
 - ☐ Yard care techniques protective of water quality, such as composting;

- ☐ Proper use, application & storage of pesticides, herbicides, and fertilizers;
- ☐ Litter & trash control and recycling programs;
- ☐ BMPs for power washing, carpet cleaning, auto repair & maintenance;
- ☐ Low Impact Development/green infrastructure techniques, including site design, pervious paving, retention of mature trees/vegetation, landscaping and vegetative buffers;
- ☐ Maintenance of landscape features providing water quality benefits;
- ☐ Stormwater treatment and volume control practices;
- ☐ Technical standards for stormwater site plans; including appropriate selection, installation, and use of required construction site control measures
- ☐ Source control BMPs and environmental stewardship;
- ☐ Impacts of illicit discharges and how to report them;
- ☐ Actions and opportunities for pet waste control/disposal,
- ☐ Water wise landscaping, water conservation, water efficiency
- ☐ BMPs for use and storage of automotive chemicals, hazardous cleaning supplies, vehicle wash soaps and other hazardous materials;

11. During the reporting period, this Permittee organization began and/or continued distribution of the selected messages/activities to the intended target audience.

- ☐ Yes

Please summarize the message/activity conducted during the reporting period in the Comments section below.

- ☐ No

*Note: Permit Part 3.1.3 requires Permittees to conduct at least eight (8) educational messages or activities no later than **Permit Expiration****

- ☐ Not Applicable

12. During this reporting period, this Permittee organization assessed, or participated in efforts to assess, the understanding and adoption of intended behaviors by the target audience?

- ☐ Yes

In the Comments section below, please summarize efforts to assess the selected education, outreach and public involvement activities conducted during the reporting period. If information is available, describe how this information is used to improve the education/outreach efforts.

- ☐ No

☐ *Not Applicable*

13. During this reporting period, this Permittee organization offered (or worked with others to offer) training/education regarding construction site runoff control measures to site operators working in the Permittee's jurisdiction.

☐ Yes

☐ No

*Note: Permit Part 3.1.7.1 requires Permittees to offer outreach/training on construction site control measures at least twice during the permit term, no later than **Permit Expiration****

☐ *Not Applicable*

14. During this reporting period, this Permittee organization offered (or worked with others to offer) training/education regarding permanent stormwater controls to audiences working in the Permittee's jurisdiction.

☐ Yes

☐ No

*Note: Permit Part 3.1.7.2 requires Permittees to offer outreach/training on permanent stormwater controls at least twice during the permit term, no later than **Permit Expiration****

☐ *Not Applicable*

15. This Permittee organization maintains and promotes a publicly-accessible website that provides current SWMP-related information cited in Permit Part 3.1.8. This website was recently updated prior to submitting this Report.

☐ Yes

URL for the Permittee's webpage:

http://_____

☐ No

☐ *Not Applicable*

Comments on Public Education, Outreach, and Involvement Program:

Use this Comments field to explain or discuss unique implementation schedules, summarize nature of the education, outreach, and public involvement activities conducted during the reporting period

Illicit Discharge Detection and Elimination Program (Permit Part 3.2)

16. To the extent allowable pursuant to authority granted under Idaho law, this Permittee organization conducts and enforces a program to detect and eliminate illicit discharges into the MS4.

☐ Yes

☐ No

*Note: Permit Part 3.2 requires Permittees to revise and update their existing programs as necessary to comply with Permit Parts 3.2.2 through 3.2.9 no later than 180 days before **Permit Expiration****

☐ Not Applicable

17. This Permittee organization maintains a current MS4 Map and Outfall Inventory as described in Permit Part 3.2.2.

☐ Yes

☐ No

*Note: Permit Part 3.2 requires Permittees to update their Map(s) and Inventory no later than 180 days before **Permit Expiration****

☐ Not Applicable

18. To the extent allowable pursuant to authority granted under Idaho law, this Permittee organization prohibits non-storm water discharges into the MS4 (except those identified in Permit Part 2.4) through an ordinance or other regulatory mechanism.

☐ Yes – if yes, please provide citation/web address to the ordinance/regulatory mechanism:

☐ No

*Note: Permit Part 3.2 requires Permittees to revise and update their existing programs as necessary no later than 180 days before **Permit Expiration****

☐ Not Applicable

19. This Permittee organization maintains a dedicated telephone number, email address, and/or other means for the public to report illicit discharges,

☐ Yes – if yes, please provide phone number/web address:

☐ No

Note: Permit Part 3.2 requires Permittees to revise and update their existing

programs as necessary no later than 180 days before **Permit Expiration***

☐ Not Applicable

- 20. This Permittee organization responds and investigates illicit discharge complaints or reports within two working days.**

☐ Yes

☐ No

*Note: Permit Part 3.2 requires Permittees to revise and update their existing programs as necessary no later than 180 days before **Permit Expiration****

☐ Not Applicable

- 21. Number of Public Complaints/Reports Received During this Reporting Period:**

- 22. Number of Illicit Discharge Complaints/Reports Investigated through field visits, sampling or other follow-up action**_____

- 23. Number of Illicit Discharge Complaints/Reports Resolved**_____

- 24. This Permittee organization conducts a dry weather analytical and field screening monitoring program to identify non-stormwater flows from MS4 outfalls.**

☐ Yes

☐ No

☐ Not Applicable

- 25. During the reporting period, this Permittee organization used its written protocols to prioritize and identify MS4 outfalls for dry weather discharge investigation.**

☐ Yes

☐ No

☐ Not Applicable

- 26. Total Number of MS4 Outfalls in the Permittee's jurisdiction of the Permit Area:**

- 27. During the reporting period, this Permittee organization completed visual dry weather screening on at least 50 MS4 outfalls.**

☐ Yes

☐ No – Total # of outfalls screened in this jurisdiction was less than 50

☐ Not Applicable

- 28. Of the 50 outfalls screened during the reporting period:**

How many outfalls were discharging during dry weather? _____

How many of these identified dry weather discharges were sampled or otherwise investigated to determine the discharge source?

How many of the identified dry weather discharges resulted in the Permittee action to address and eliminate the discharge source?

29. During this reporting period, how many of the Permittee's MS4 outfalls have been identified as having dry weather flows caused by irrigation return flow or ground water seepage?

Number of outfalls identified this reporting period _____

Total number of MS4 outfalls identified to date, as having dry weather flows from irrigation or groundwater seepage _____

*Note: Permit Part 3.2.6 requires Permittees to provide a complete list of MS4 outfalls locations identified as having dry weather flows caused by irrigation return flow or ground water seepage as part of their Permit Renewal Application no later than 180 days before Permit Expiration**

30. This Permittee organization maintains written spill response procedures and coordinates appropriate spill prevention, containment and response activities with other organizations in the Permit Area to ensure maximum water quality protection at all times?

☐ Yes ☐ No ☐ Not Applicable

31. This Permittee organization coordinates with appropriate local entities to educate employees and the public of the proper management and disposal or recycling of used oil, vehicle fluids, toxic materials, and other household hazardous wastes.

☐ Yes ☐ No ☐ Not Applicable

32. This Permittee organization's staff responsible for investigating, identifying and eliminating illicit discharges, spills, and illicit connections into the MS4 are trained to conduct such activities

☐ Yes ☐ No ☐ Not Applicable

Comments on Illicit Discharge Detection and Elimination Program:

Use this Comments field to explain any unique implementation schedules, highlight investigation results or follow-up actions, discuss subsequent enforcement actions, etc. that were conducted during the relevant reporting period.

Construction Site Runoff Control Program (Permit Part 3.3)

- 33. This Permittee organization uses an ordinance or other regulatory mechanism to require erosion, sediment, and waste material management controls at construction project site activity that results in land disturbance of one (1) or more acres and discharges to the MS4.**

☐ Yes

☐ No

*Note: Permit Part 3.3 requires Permittees to update their construction site runoff control requirements no later than **180 days before Permit Expiration****

☐ Not Applicable

- 34. This Permittee organization requires construction site operators to submit construction site plans for projects disturbing one (1) or more acres for Permittee review.**

☐ Yes

☐ No

*Note: Permit Part 3.3 requires Permittees to update their construction site runoff control requirements no later than **180 days before Permit Expiration** **

☐ Not Applicable

- 35. This Permittee organization inspects construction sites that disturb one (1) or more acres to ensure compliance with applicable requirements for erosion, sediment and waste material management controls.**

☐ Yes

☐ No

*Note: Permit Part 3.3 requires Permittees to update their construction site runoff control requirements no later than **180 days before Permit Expiration** **

☐ Not Applicable

- 36. This Permittee organization inspects construction sites using an inspection prioritization system.**

☐ Yes

☐ No

*Note: MS4GP Part 3.3 requires Permittees to update their construction site runoff control requirements no later than **180 days before Permit Expiration****

☐ Not Applicable

- 37. This Permittee organization implements a written escalating enforcement response policy or plan (ERP) for construction site runoff control.**

☐ Yes

☐ No

*Note: MS4GP Part 3.3 requires Permittees to update their construction site runoff control requirements no later than **180 days before Permit Expiration** **

☐ Not Applicable

- 38. This Permittee organization ensures that all persons responsible for preconstruction site plan review, site inspections, and enforcement of construction site runoff control requirements are appropriately trained to conduct such activities – specifically, this organization provides orientation and training for new staff working on construction runoff control issues within the first six (6) months of employment.**

☐ Yes

☐ No

*Note: MS4GP Part 3.3 requires Permittees to update their construction site runoff control requirements no later than **180 days before Permit Expiration** **

☐ Not Applicable

Comments on Construction Site Runoff Control:

Use this Comments field to explain unique implementation schedules, summarize the number of site inspections, follow-up actions, and/or any subsequent enforcement actions, etc that were conducted during the relevant reporting period.

Post Construction Stormwater Management in New Development & Redevelopment (Permit Part 3.4)

- 39. Through ordinance or other regulatory mechanism, this Permittee organization requires the installation and long-term maintenance of permanent stormwater controls at new development and redevelopment project sites that result from land disturbance greater than or equal to 1 acre and that discharges to the MS4.**

The required stormwater controls must be sufficient to retain onsite the runoff volume produced from a 24-hour 95th percentile storm event, and/or require runoff treatment sufficient to attain an equal or greater level of water quality benefit as this onsite retention standard.

☐ Yes

Please cite to the ordinance containing the permanent stormwater control requirements:

☐ No

*Note: MS4GP Part 3.4 requires Permittees to update their permanent stormwater control requirements no later than **180 days before Permit Expiration** **

☐ Not Applicable

40. This Permittee organization requires permanent storm water controls through written specifications.

☐ Yes

Please cite to the document containing the permanent stormwater control requirements:

☐ No

*Note: MS4GP Part 3.4 requires Permittees to update their permanent stormwater control requirements no later than **180 days before Permit Expiration** **

☐ Not Applicable

41. This Permittee organization requires preconstruction site plan review and approval for permanent storm water controls at new development and redevelopment sites that result in land disturbance of one or more acres and discharge to the MS4.

☐ Yes

☐ No

*Note: MS4GP Part 3.4 requires Permittees to update their permanent stormwater control requirements no later than **180 days before Permit Expiration** **

☐ Not Applicable

42. This Permittee organization has identified high priority locations in the jurisdiction where the Permittee regularly inspects the installation, and long-term operation, of permanent stormwater controls.

☐ Yes

☐ No

*Note: MS4GP Part 3.4 requires Permittees to update their permanent stormwater control requirements no later than **180 days before Permit Expiration** **

☐ Not Applicable

43. **This Permittee organization has an enforcement strategy to ensure and maintain the functional integrity of permanent stormwater controls within this jurisdiction.**

☐ Yes

☐ No

*Note: MS4GP Part 3.4 requires Permittees to update their permanent stormwater control requirements no later than **180 days before Permit Expiration** **

☐ Not Applicable

44. **This Permittee organization uses a database inventory to track and manage the operational condition of permanent stormwater controls within this jurisdiction.**

☐ Yes

☐ No

*Note: MS4GP Part 3.4 requires Permittees to update their permanent stormwater control requirements no later than **180 days before Permit Expiration** **

☐ Not Applicable

45. **This Permittee organization requires enforceable and transferable O&M Agreements, where parties other than this Permittee organization are responsible for operation and maintenance of permanent storm water controls?**

☐ Yes

☐ No

*Note: MS4GP Part 3.4 requires Permittees to update their permanent stormwater control requirements no later than **180 days before Permit Expiration** **

☐ Not Applicable

46. **This Permittee organization ensures that all persons responsible for reviewing site plans for permanent stormwater controls and/or for inspecting the installation and operation of permanent controls are trained to conduct such activities**

☐ Yes

☐ No

*Note: MS4GP Part 3.4 requires Permittees to update their permanent stormwater control requirements no later than **180 days before Permit Expiration** **

☐ Not Applicable

Comments on Post Construction Stormwater Management in New Development and Redevelopment

Use this Comments field as necessary to explain any unique implementation schedules, summarize inspections, actions, etc. that were conducted during the relevant reporting period.

Pollution Prevention/Good Housekeeping for MS4 Operations (Permit Part 3.5)

- 47. This Permittee organization inspects all MS4 catch basins and inlets in the jurisdiction at least once every five years, and takes appropriate maintenance or cleaning action based on those inspections.**

- ☐ Yes
- ☐ No – Permittee uses an alternate inspection & maintenance schedule as outlined in the SWMP Document.
- ☐ No

*Note: MS4GP Part 3.5 requires Permittees to update their pollution prevention and good housekeeping as needed to properly operate and maintain their MS4s no later than **180 days before Permit Expiration** **

- ☐ Not Applicable

Total Number of catch basins and inlets inspected this reporting period _____

- 48. This Permittee organization operates and maintains Streets, Roads, Highways and/or Parking Lots in its jurisdiction in a manner that protects water quality and reduces the discharge of pollutants through the MS4.**

- ☐ Yes
- ☐ No

*Note: MS4GP Part 3.5 requires Permittees to update their requirements pollution prevention/good housekeeping for MS4 Operations no later than **180 days before Permit Expiration** **

- ☐ Not Applicable

- 49. This Permittee organization operates all street/road maintenance material storage locations in a manner that prevents pollutants in stormwater runoff from discharging to the MS4 or into any receiving waterbody. A description of each Material Storage Location is included in the SWMP Document, as required by Permit Part 3.5.4**

- ☐ Yes
- ☐ No

*Note: MS4GP Part 3.5 requires Permittees to update their requirements pollution prevention/good housekeeping for MS4 Operations no later than **180 days before Permit Expiration** **

☐ Not Applicable

50. **This Permittee organization sweeps all areas of the jurisdiction that discharge to the MS4 at least once annually. A description of the street sweeping program, as required by Permit Part 3.5.5, is included in the SWMP Document.**

☐ Yes

☐ No

*Note: MS4GP Part 3.5 requires Permittees to update their requirements pollution prevention/good housekeeping for MS4 Operations no later than **180 days before Permit Expiration** **

☐ Not Applicable

51. **This Permittee organization has reviewed its operation and maintenance activities for the types of activities listed below and confirms that all such activities are conducted in a manner that protects water quality and reduces the discharge of pollutants through the MS4.** Municipal Activities to be addressed include: *grounds/park and open space maintenance operations; fleet maintenance and vehicle washing operations; building maintenance; snow disposal site operation and maintenance; solid waste transfer activities; municipal golf course maintenance; materials storage; hazardous materials storage; used oil recycling; and spill control and prevention measures for municipal refueling facilities.*

☐ Yes

☐ No

*Note: MS4GP Part 3.5 requires Permittees to update their requirements pollution prevention/good housekeeping for MS4 Operations no later than **180 days before Permit Expiration** **

☐ Not Applicable

52. **This Permittee organization ensures appropriate practices to reduce the discharge of pollutants to the MS4 associated with the application, storage and disposal of pesticides, herbicides and fertilizers. All employees or contractors applying pesticides, etc. are instructed to follow all label requirements, including those regarding application methods, rates, number of applications allowed, and disposal of the pesticide/herbicide/fertilizer and rinsate.**

☐ Yes

☐ No

*Note: MS4GP Part 3.5 requires Permittees to update their requirements pollution prevention/good housekeeping for MS4 Operations no later than **180 days before Permit Expiration** **

☐ *Not Applicable*

- 53. This Permittee organization uses site specific Storm Water Pollution Prevention Plans for all Permittee-owned material storage facilities, and maintenance yards located in the Permit Area.**

☐ *Yes*

☐ *No*

*Note: MS4GP Part 3.5 requires Permittees to update their requirements pollution prevention/good housekeeping for MS4 Operations no later than **180 days before Permit Expiration** **

☐ *Not Applicable*

- 54. This Permittee organization ensures that all persons responsible for municipal operations and maintenance activities are trained to conduct such activities**

☐ *Yes*

☐ *No*

*Note: MS4GP Part 3.5 requires Permittees to update their requirements pollution prevention/good housekeeping for MS4 Operations no later than **180 days before Permit Expiration** **

☐ *Not Applicable*

Comments on Pollution Prevention/Good Housekeeping for MS4 Operations

Use this Comments field as necessary to explain any unique implementation schedules, summarize inspections, actions, etc. that were conducted during the relevant reporting period

Section IV. Response To Excursions Above Idaho Water Quality Standards

- 55. During this or any prior reporting period, did the Permittee submit written notification to EPA and IDEQ regarding MS4 discharge that are causing or contributing to an excursion above the WQS as directed by Permit Part 5.1?**

☐ *Yes – if yes, proceed to Q.56*

☐ *No*

☐ *Not Applicable*

56. During this or any prior reporting period, did the Permittee submit an Adaptive Management Report to EPA and IDEQ, as directed by Permit Part 5.2?

☐ *Yes – if yes, proceed to Q.57*

☐ *No*

☐ *Not Applicable*

57. Provide a summary of Permittee's efforts to date that address the MS4 discharges contributing to the original water quality excursion, including the results of any monitoring, assessment, or evaluation efforts conducted during the reporting period.

